



HOSPITAL INSPECTOR CERTIFICATION PROGRAM



Office Of Statewide Health Planning And
Development (OSHDP)
Facilities Development Division
Hospital Inspectors Certification Program
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NOTE: All fees should be sent to:

OSHDP
Hospital Inspector Certification Program
1600 9th Street, Room 420
Sacramento, CA 95814

OSHDP
HOSPITAL INSPECTOR CERTIFICATION

GENERAL

An OSHPD certified Hospital Inspector, upon approval, performs inspection functions and oversees all special inspection functions, on all alterations, modifications and additions to existing hospital buildings and facilities and new hospital facility construction. OSHPD certifies inspectors for Class A, B and C levels of inspection.

AUTHORITY

Section 129825 of the "Health and Safety Code" requires the hospital governing board, or authority, to provide for and require competent and adequate inspection by an inspector that is satisfactory to the architect of record, and/or the engineer of record and satisfactory to OSHPD. The OSHPD approves inspectors and, as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors.

ELIGIBILITY

CLASS A

Class A Hospital Inspector may inspect all areas of construction, including: architectural, mechanical, plumbing, electrical, fire and life safety, and structural elements.

Minimum Qualifications for Class "A" Hospital Inspector Exam:

1. High school graduation or the equivalent and six years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California registration/license as a mechanical, electrical, or civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision; or
3. High school graduation or the equivalent, and two years of working experience as a Class "B" Hospital Inspector; or
4. Possess a valid California registration/license as a structural engineer or valid California license as an architect.

CLASS B

Class B Hospital Inspector may inspect only the following areas of construction: architectural, mechanical, plumbing, electrical, fire and life safety, and anchorage of non-structural elements.

Minimum Qualifications for Class “B” Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects of Type I or Type II construction as an architect’s, engineer’s, owner’s, local building official’s or general contractor’s representative in technical inspection or inspection supervision. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California registration/license as a civil engineer and two years experience involving building projects of Type I or Type II construction as an architect’s, engineer’s owner’s, local building official’s or general contractor’s representative in technical inspection or inspection supervision; or
3. Possess a valid California registration/license as a structural, mechanical, or electrical engineer or valid California license as an architect.

CLASS C

Class C Hospital Inspector may inspect one or more areas of construction specialty, including but not limited to the areas listed in Title 24, Part 1, Section 7-204(c) 1, but may not inspect the complete scope of construction authorized for “A” or “B” inspectors.

Minimum Qualifications for the Class “C” Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor or general contractor, and possess a valid certificate issued by:

Fire Alarm – NICET, Level III
Fire Extinguishing Systems – NICET, Level III
Fire Resistive Construction – ICC Building Certification
Medical Gas Systems – PIPE Certification
Plumbing – IAPMO Certification
Mechanical – IAPMO Certification
Electrical – ICC Certification
Concrete (Prestressed and Reinforced) – ICC Certification
Masonry – ICC Certification
Steel –ICC, Structural Steel Certification
Welding – AWS Certification
Framing and Drywall – ICC Building Inspector Certification
Roofing – National Roofing Contractors Association
Anchorage/Bracing of Nonstructural Components – Certification to be administered by the Office
Architectural – Certification to be administered by the Office

In addition to these certification organizations listed, the Office may accept the equivalent certification by a state- or nationally recognized organization. [NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years; or

- 2 Possess a valid California registration/license as an engineer and two years experience involving building projects as an architect's, engineer's, owner's, local building official's, local fire authority's, specialty contractor's or general contractor's representative in testing inspection or observation of construction; or
3. Possess a valid California registration/license as a structural, mechanical, or electrical engineer, or a valid California license as an architect.

HOW TO APPLY

An applicant for the Hospital Inspector Certification examination must submit, to the Office, the following items prior to the final filing date announced for a scheduled exam:

1. An original application, as provided by the Office, shall be completed and submitted to the Office in Sacramento and shall include the exam title, preferred examination location (Sacramento or Los Angeles), applicant's name, mailing address and telephone number. Work experience must include the length of employment, type of construction and duties performed.
(Note: This address and phone number will be posted on the list for public contact and used for OSHPD mailings.)
2. Copies of certificates, licenses, memberships in professional organizations, or transcripts indicating educational courses completed by the applicant used to meet the minimum eligibility requirements.

3. Work verification form or letter from current and/or previous employer(s) regarding any job which meets the minimum qualifications for the certification examination and which includes the applicant's name, dates of employment, position held, duties performed and employer's signature.
4. An application review fee of \$100.00 must accompany the application. This fee is non-refundable.
5. A completed "Statement of Citizenship, Alienage, and Immigration Status for State Public Benefits" form provided by the Office and as stipulated in Title 24, Part 1, Section 7-216(e) 1.

Incomplete submittals may be rejected by the Office and returned to the applicant with a statement of reason for non-acceptance. Upon review, verification and evaluation of the applicant's qualifications, the Office will notify the applicant, in writing, of eligibility or ineligibility for entrance to the requested certification examination.

NEW EXAMINATIONS

The Office administers certification examinations every 6 months in the Sacramento and Los Angeles areas. Upon approval of the application, a notice of the test dates and locations and confirmation form will be mailed to the applicant. The confirmation form and examination fees must be received 10 working days before the examination date.

The **Class A** Hospital Inspector examination is an eight-hour test consisting of two parts. Part One consists of 100 multiple-choice code questions (open book). It will measure the applicant's ability to identify and understand the application of various Title 24, California Building Standards Code requirements, knowledge of appropriate inspectors duties and ability to communicate in writing. Part Two consists of 100 multiple-choice questions on plan reading. It will measure the applicant's ability to read, understand construction plans and specifications of a hospital construction project. The test will be divided into sections covering the following code enforcement areas of construction inspection: structural, architectural, mechanical, plumbing, electrical, fire and life safety, and administrative.

The **Class B** Hospital Inspector examination is a six-hour test consisting of two parts. Part One consists of 100 multiple-choice code questions (open book). It will measure the applicant's ability to identify and understand the application of various Title 24, California Building Standards Code requirements, knowledge of appropriate inspector's duties and ability to communicate in writing. Part Two consists of 50 multiple choice questions on plan reading. It will measure the applicant's ability to read, understand construction plans and specifications of a hospital construction project. The test will be divided into sections covering the following code enforcement areas of construction inspection: architectural, minor structural, mechanical, plumbing, electrical, fire and life safety, anchorage of non-structural elements and administrative.

The **Class "C"** Hospital Inspector examination will consist of multiple-choice questions to measure the applicant's ability to identify and understand the application of various Title 24, California Building Standards Code requirements; knowledge of appropriate inspector duties and ability to communicate in writing. The candidate's inspection certification, listed under the "Eligibility" section above, may be substituted for the technical aspect of the written certification examination for Class "C" Hospital Inspector.

Examination results will be mailed to the candidates within four weeks of the examination date. To be successful in the Class A or B certification examination, a candidate must obtain a passing score of at least 75% in each discipline. To be successful in the Class C certification examination, a candidate must obtain an overall passing score of at least 75 %.

An applicant who has failed an examination may participate in a re-examination no sooner than six months from the exam previously taken by the candidate.

An applicant or candidate who is disqualified from an examination may not participate in an examination for a period of one year from the date of disqualification.

Applications are valid for one year. A candidate may retake an examination within 1 year from submittal by filing a written request and the new examination fees. If you do not qualify under this condition, you must resubmit a new application packet for approval.

If the Office has a need to reschedule an exam, qualified applicants will be notified of the new date in writing. If they are unable to participate on the new date, the applicant may reschedule within a 12 -month period and fees will be transferred to the new date.

FEES

An applicant must submit the “Application Review Fee” (non-refundable) with the exam application. The “Examination Fee” may accompany the application or be submitted later with the confirmation form. All fees must be received prior to participating in the examination as listed below:

Application Review (non-refundable)	\$100.00
Examination (Class A or B)	\$300.00
Examination (Class C)	\$100.00

Fees shall be made payable to “OSHPD”. Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments should be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
1600 9th Street, Room 420
Sacramento, CA 95814

HOW TO RESCHEDULE OR CANCEL AN EXAMINATION APPOINTMENT

A candidate may request to reschedule or cancel an examination appointment by submitting a request with the confirmation form or by contacting the Office before the examination date. The examination fee collected from the first appointment may be applied to the new test date.

If the candidate cannot participate in a scheduled examination, OSHPD must be **notified at least four business days before** the scheduled date to either reschedule the examination or cancel without penalty. If OSHPD is notified **less** than four business days before the scheduled examination, the full examination fee will be charged to the applicant.

IF THE APPLICANT IS ABSENT FROM THE RESERVED EXAMINATION

All candidates seeking excused absences must submit written verification and supporting documentation of the situation to OSHPD within 14 days of the original examination date.

Following are valid reasons for an excused absence:

1. Death in the immediate family;
2. Disabling traffic accident;
3. Court appearance or jury duty;
4. Military duty; or
5. Illness (either the exam candidate or an immediate family member.)

If a candidate is absent from an examination appointment, and has not rescheduled or canceled according to the policy, OSHPD will be owed the full examination fee for that missed examination session. The applicant will not be permitted to take the examination until all fees owed OSHPD have been paid.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

Test sites should be accessible and free from architectural and communication barriers.

However, if accommodations are needed, please check "YES" on the application to ensure that arrangements can be made if the building is not totally accessible.

Reasonable accommodation in written tests may mean that competitors with disabilities may test on a day(s) other than the published examination date.

All support services, including extra time to complete the examination, must be approved by OSHPD and arranged before the day of the examination.

DAY OF THE EXAMINATION

The applicant should allow sufficient time to arrive at the examination location, check-in and setup for the examination. Directions to the locations may be requested from the Office, if needed. The examinations **will start at exactly 8:00 a.m.** and should end at 3:00 p.m. for Class B and 5:00 p.m. for Class A. The Class C examinations will be held at either 8:00 a.m. or 1:00 p.m. as scheduled. The lunch period will be from 12:00 to 1:00 p.m. Exceptions to these times may be requested on the application, in advance, by persons with disabilities.

Candidates must bring the following items on the date of the examination:

1. One form of photo identification and valid signature (example: a driver's license); and
2. The required code books.

If the examination fee has not been paid and/or proof of identification is not provided, the applicant will not be allowed to participate in the examination.

CONDUCT RELATIVE TO THE EXAM

All rules and procedures will be observed at the examination site.

The Office shall disqualify an applicant who participates in any of the following acts before, during or after the administration of the examination.

The applicant **shall not**:

- (1) Engage in harassment of proctors or other applicants.
- (2) Write on the examination booklet or plans.
- (3) Use literature other than the code books or any other pre-approved copyrighted material. No notes or binders are allowed.
- (4) Share materials with another candidate.
- (5) Copy any portion of the examination.
- (6) Annotate or highlight code books to remove examination question information.
- (7) Participate in collusion regarding the examination.
- (8) Disclose the contents of the examination questions to anyone other than a person authorized by the Office.
- (9) Solicit, accept or compile information regarding the contents of the examination.
- (10) Falsify documents required for examination entrance.

REQUIRED MATERIALS

The 2001 edition of the California Code of Regulations, Title 24, Parts 1 through 5, also known as the California Building Standards Code. These codes contain the building standards adopted by OSHPD and enforceable under the authority of the Alfred E. Alquist Hospital Facilities Seismic Safety Act of 1983. (Health and Safety Code, Division 107, Part 7, Chapter 1, Articles 1 through 9 commencing with Section 129675.)

The Title 24, California Building Standards Code consists of the following:

1. The 2001 Edition of Title 24, Part 1, California Building Standards Administrative Code.
2. The 1997 Edition of the Uniform Building Code with 2001 California Amendments (2001 California Building Code, Title 24, Part 2) (Volumes 1, 2).
3. The 2002 Edition of the National Electrical Code with 2004 California Amendments (2004 California Electrical Code, Title 24, Part 3).
Note: The 2004 California Electrical Code will become effective 8/1/05.
4. The 2000 Edition of the Uniform Mechanical Code with 2001 California Amendments (2001 California Mechanical Code, Title 24, Part 4).
5. The 2000 Edition of the Uniform Plumbing Code with 2001 California Amendments (2001 California Plumbing Code, Title 24, Part 5).
6. The 1999 Edition of the NFPA 99.

CERTIFICATE

Upon successfully passing the examination, each inspector will receive an OSHPD Hospital Inspector Certificate. Inspectors are strongly encouraged to attend OSHPD training classes when available.

Duplicate Hospital Inspector Certification badges may be issued to replace a lost, destroyed or mutilated certificate by submitting a written request with the accompanying \$25.00 duplicate certificate fee as indicated under the "Fees" section.

The Hospital Inspector Certificate issued by OSHPD will expire three years from the month of issuance. Refer to the re-certification information for more details.

EXPIRATION OF CERTIFICATION

Certification is valid for three years from the last certification date. The expiration date is indicated on the Hospital Inspector Certification badge. OSHPD will notify inspectors of seminar dates within a year of their certification expiration date. Notifications will be sent based on the contact information on file at OSHPD. **It is the responsibility of the inspector to notify OSHPD of any change of address affecting this notification.**

RECERTIFICATION

GENERAL

Class A, B or C Hospital Inspector badges issued by OSHPD will expire three years from the latest certification examination date (month/year). An inspector must pass a Hospital Inspector recertification examination and complete a seminar conducted, sponsored, or cosponsored by the Office within the three-year certification period in order to maintain valid certification in the same hospital inspector class. If an inspector upgrades to another certification class, recertification certificate will be issued for the higher level only.

TEMPORARY EXTENSION

Inspectors are required to recertify before their certification expires, however, a temporary extension may be granted on a case-by-case basis. A hospital inspector may submit a written request for a temporary extension to the next available exam, but no later than six months past the expiration date. A justification for the extension and the delinquency fee of \$100.00, pursuant to Title 24, Part 1, Section 7-206, shall accompany this request and be submitted to the Office for approval. This temporary extension allows the inspector to continue as the construction Inspector of Record (IOR) for current projects but not obtain any additional work beyond the six month extension period. Failure to recertify within that time frame requires submittal of an application and examination to obtain a new certification.

The Office shall rescind its approval for an inspector assigned as the IOR on any OSHPD project if a valid certification is not maintained.

ELIGIBILITY

To be eligible for the re-certification examination, a Hospital Inspector shall meet all the following criteria:

1. Possess a valid Hospital Inspector Certificate or an expired certificate that has been approved for a temporary extension that has met the delinquency criteria.
2. Complete a seminar conducted, sponsored, or cosponsored by the Office within the three-year certification period.

HOW TO APPLY

A Hospital Inspector may apply for re-certification by submitting:

1. A completed Hospital Recertification Seminar/Exam registration form to the Office in Sacramento. This form may be obtained from the Office or the OSHPD website at www.oshpd.state.ca.us. This form should include the applicant's name, mailing address, telephone number and Certification number. Any change of address and/or telephone numbers should be indicated on the form. (Note: This address and phone number will be posted on the list for public contact and used for OSHPD mailings.)
2. Seminar and Examination Fees (See "Recertification Fees" Section)

RECERTIFICATION FEES

The recertification "Examination Fee" and "Seminar Fee" should accompany the Recertification Seminar Registration form. All fees must be received prior to participating in the examination as listed below:

Seminar Fee	Refer to Registration form
Recertification Examination	\$100.00
Delinquency Fee	\$100.00
Duplicate Certificate	\$ 25.00

Fees shall be made payable to "OSHPD". Acceptable methods of payment are check, money order, Novus/Discover card, Visa, Mastercard, or American Express. Payments should be submitted and/or mailed to:

Office of Statewide Health Planning and Development
Facilities Development Division
Hospital Inspector Certification Program
1600 9th Street, Room 420
Sacramento, CA 95814

RECERTIFICATION EXAMINATION

The Office administers a recertification seminar and examination every 6 months in the Sacramento and Los Angeles areas. Inspectors should carefully monitor their expiration dates. A recertification seminar and examination flyer with examination dates and locations will be posted on the OSHPD website or can be mailed to you upon request from the Sacramento Office.

Recertification seminars are held every six months in both the Los Angeles and Sacramento areas. Recertification examinations are based on the presentations and are given in conjunction with the recertification seminars.

The recertification examination is a 45-minute test consisting of multiple-choice questions based on information presented at the recertification seminars. This examination will test the Hospital Inspectors knowledge of the major new or revised requirements of Title 24, California Building Standards Code. The exam will also include additional questions regarding critical changes in new construction materials or inspection procedures covered at the seminar.

Re-examination at three-year intervals and demonstration of maintaining currency in codes and inspection through continuing education will be necessary for continuance of certification.

The Office shall rescind approval of a Hospital Inspector of Record on a project if the inspector does not comply with this provision.

ACCESSIBILITY AND REASONABLE ACCOMMODATION

All support services, including extra time to complete the examination, must be approved by OSHPD and arranged in advance.

CERTIFICATE

Upon successfully passing the re-examination, each inspector will receive an OSHPD Hospital Inspector Certificate.

SUSPENSION OR REVOCATION OF A HOSPITAL INSPECTOR CERTIFICATION

A Hospital Inspector Certificate issued by the OSHPD may be suspended or revoked if the certificate holder misrepresents any facts presented to the Office.

APPEAL PROCESS FOR SUSPENSION OR REVOCATION OF CERTIFICATE

The applicant, candidate or certificate holder may submit a written request for an appeal within 60 days of any determination by the Office pursuant to Title 24, Part 1 Article 19, Chapter 7, Section 7-215 and accompanied by a detailed statement of reasons.

The Deputy Director of the Office or designee shall review the issue and when requested appoint a peer board of appeals to hear the issue and recommend resolution. The Deputy Director will review the recommendation and render a final decision.

The peer board of appeals shall consist of a minimum of three Hospital Inspectors, one Regional Compliance Officer, one Compliance Officer, architect, one structural engineer, and one hospital representative.

The applicant, candidate or certificate holder may appeal the decision to the Hospital Building Safety Board.